

**APPLICATION TO THE ONE HUNDRED AND THREE HOME OWNERS ASSOCIATION
(THE 103HOA) FOR APPROVAL OF PROPOSED BUILDING ADDITIONS, ALTERATIONS
AND/OR MODIFICATIONS**

Unit number:..... Name of owner/s:.....

Tel no:..... Cell no:.....

The approval of the 103HOA for the submission by me/us of the accompanying properly prepared plans to the relevant authorities for their formal approval, is hereby requested.

Scope of the proposed work:

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Accompanying this application find the following;

- 3 copies of the relevant plans and explanatory drawings. Each of these has been signed by the neighbouring owners, as well as any other person or persons who may be affected by this proposed work, to signify their approval if given, OR not signed if they object.
- Neighbours' Notification: Approval/Objections by the relevant parties are to be noted in the appropriate section below.

I/We have received and read the Addendum to the 103HOA Rules; Design Manual, and noted and accept the 103HOA Rules and Memorandum of Incorporation relating to Building Alterations and/or additions and/or Modifications of houses in Forest Glade and copies thereof have been provided to the Contractor for this work, who has been advised to comply therewith.

**IT IS UNDERSTOOD THAT NO WORK COVERED BY THIS APPLICATION MAY BE STARTED WITHOUT THE
WRITTEN APPROVAL OF THE CITY COUNCIL.**

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Signature of owner/s:

Date:



_____ FOREST GLADE PLAN NUMBER: _____

THE ONE HUNDRED AND THREE HOME OWNERS ASSOCIATION NPC

Forest Glade: Tokai Road, Tokai 7945; P O Box 30231, Tokai 7966; Office Ph: 021-7123186; 103HOA@telkomsa.net

NOTICE OF APPROVAL / REJECTION BY THE 103HOA OF PROPOSED BUILDING ADDITIONS, ALTERATIONS AND/OR MODIFICATIONS

To: Unit No:

Your application for 103HOA approval for the submission to the relevant authorities of the proposed plans for the proposed building additions, alterations and/or modifications to your Unit as requested is hereby

☐ **APPROVED**

☐ **REJECTED**

(TICK which is **APPLICABLE**)

REASONS FOR REJECTION:

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CONDITIONS OF APPROVAL

Approval is given subject to your acceptance of and adherence to the conditions set out in the Addendum to the 103HOA Rules: DESIGN MANUAL and in the 103HOA's Memorandum of Incorporation

Other conditions.....

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_____ FOREST GLADE PLAN NUMBER: _____

Name of Design Review Committee Member:

Signature: Date:

Name of Design Review Committee Member:

Signature: Date:

Name of duly appointed Architect:

Signature: Date:

Name of Estate Manager of 103HOA:

Signature: Date:

ACCEPTANCE OF CONDITIONS BY OWNER/S

I/we, Unit No:

have read and agree to adhere to the Addendum to the Rules of the 103HOA: **DESIGN MANUAL, the 103HOA's Memorandum of Incorporation**, and the **conditions** set out above.

Signature/s:

Date:

FOR OFFICE USE

	DATE
RECEIPT OF SUBMISSION	
RECEIPT OF SCRUTINY FEE @	
RECEIPT OF SIDEWALK FEE @	
RECEIPT OF NEIGHBOURS' NOTIFICATION	
REVIEW BY DESIGN REVIEW COMMITTEE	
MINUTE OF DESIGN REVIEW MEETING	
RETURN TO OWNERS	
PLAN DEPARTURE	
RECEIPT OF COUNCIL APPROVED PLANS	
RECEIPT OF CONTRACTORS' ACCESS PROCEDURES	
CONTRACTORS' ID NUMBERS RECEIVED	
CONTRACTORS' HEALTH & SAFETY DOCUMENTATION	
FG CONTRACTOR BIBS SUPPLIED / PAID FOR	
INSPECTIONS	
COMPLETION NOTIFICATION	
PENALTY/IES IMPOSED	
RETURN OF BALANCE OF SIDEWALK DEPOSIT	